



# Incident Command System Training Program Manual

*JUNE 2022*



## CONTENTS

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<b>Revision Responsibility.....</b>	<b>iii</b>
<b>Purpose .....</b>	<b>5</b>
<b>ICS Course Requirements and Responsibilities.....</b>	<b>4</b>
Course Requirements.....	4
Course Request Process – Local Offering.....	4
Course Request Process – Bid Requested.....	4
EMHSTC Facilitated Courses.....	4
<b>Administrative and Compensation Information.....</b>	<b>4</b>
<b>Instructor Requirements .....</b>	<b>4</b>
Obtaining Initial ICS-300/400 Instructor Designation .....	4
Maintaining Full ICS-300/400 Instructor Designation .....	7
Reinstatement of Full ICS-300/400 Instructor Designation .....	7
Criteria for Unit Instructors/Subject Matter Experts .....	4
Instructor Auditing by the EMHSTC .....	8
Ethical Standards for All ICS Instructors.....	4
Compensation for Courses – Local Agreement .....	4
Compensation for Courses – EMHSTC Agreement.....	4
<b>Appendix A: Course Evaluation Forms .....</b>	<b>12</b>



## REVISION RESPONSIBILITY

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This document shall be reviewed annually to ensure accuracy of the contents by the Incident Command System Program Coordinator and the Training Unit Manager.

Date	Pages Updated



## PURPOSE

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The Incident Command System (ICS) Program Manual is intended to provide program guidance for the ICS training program in the state of Michigan. This document includes the process and standards for instructors to obtain, maintain, and renew their instructor certification. The manual also lays out the standards for all ICS-300 and ICS-400 courses that are conducted in the state of Michigan under the aegis of the Michigan State Police, Emergency Management and Homeland Security Training Center (MSP/EMHSTC). The goal of this document is to provide a comprehensive overview of the ICS Training Program and all related requirements for the state of Michigan.



## ICS COURSE REQUIREMENTS AND RESPONSIBILITIES

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### COURSE REQUIREMENTS

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All instructors must use the latest materials released by FEMA and provided by the MSP/EMHSTC. Instructors may modify the material to meet student needs, such as updating examples or exercises for the disciplines attending the course. Certified instructors who need an updated copy of the materials should email [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov) to request the process and passwords to download the materials from MI-TRAIN. This request must be made at least two weeks prior to the date the materials are needed to ensure MSP/EMHSTC's ability to meet the request. If a subject matter expert (SME) is utilized for a course, it is expected the lead instructor will provide the necessary materials required to augment the SME's material for the unit(s) being instructed.

All ICS-300 or ICS-400 courses registered with the MSP/EMHSTC must have a minimum of two ICS instructors identified, with the preference being the utilization of two fully certified instructors. The list of certified ICS Instructors can be found [michigan.gov/msp/divisions/emhsd/training-responsive](http://michigan.gov/msp/divisions/emhsd/training-responsive) under ICS-300/400 Courses.

Courses must meet the minimum timeframes laid out by FEMA. The current requirement for ICS-300 is 21 instructional hours (three days minimum) and the current requirement for ICS-400 is 15 instructional hours. These instructional hour requirements do not include breaks for meals or breaks in instruction.

Courses are only permitted to be provided in person; online learning or virtual learning platforms cannot be used to provide ICS-300/400 instruction.

There are three types of courses available through the EMHSTC – local offering, bid requested, and EMHSTC facilitated.

- Local offering is defined as a local entity has a need for ICS training and coordinates with a [designated instructor](#) team to offer the training.
- Bid requested is defined as an entity has a need for ICS training and contact [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov) and asks for the Program Coordinator to coordinate a delivery at a site determined by the entity at a cost.
- EMHSTC facilitated is defined as scheduled courses that are conducted in Lansing at the EMHSTC at no cost.

### COURSE REQUEST PROCESS – LOCAL OFFERING

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Any entity may request an ICS-300 or 400 online. However, the requesting entity is responsible for all costs of materials required by the contracted instructors.

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#### INITIATING THE CLASS

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The entity shall submit the following information to the EMHSTC, via the ICS online Course Request Form located at [michigan.gov/msp/divisions/emhsd/training-responsive/ics-300-and-400-courses](http://michigan.gov/msp/divisions/emhsd/training-responsive/ics-300-and-400-courses) at least 45 days before the class in order to secure registration.



- a. Class dates.
- b. Class start and end times for all days.
  - i. ICS-300 courses must have a minimum of 21 instructional hours, not including breaks/lunches.
  - ii. ICS-400 courses must have a minimum of 15 instructional hours, not including breaks/lunches.
- c. Class location with full address.
- d. Maximum number of students (maximum of 28 students), with the minimum being 8 students.
  - i. Barring special circumstances, which must be approved ahead of time by the ICS Program Coordinator, classes with less than 8 students will be canceled.
  - ii. If a private entity/company is paying for an ICS-300 class for in-house employees, then they can have a minimum of 6 students to run that class.
- e. Lead instructor name, phone number, and email address.
- f. Additional instructor name(s), phone number, and email address.
- g. Local point of contact name, phone number, and email address.
- h. Any restrictions on registration, such as whether the course is limited to only students from the sponsoring jurisdiction.

After receipt of the online Course Request Form, MSP/EMHSTC staff will review the submitted information and either approve the class, deny the class, or request more information regarding the proposed class (i.e., pending, if SME(s) need to be approved). If the course is approved, it will be listed in MI-TRAIN (which is the only recognized learning management system for all courses) and the lead instructor will be notified that registration is now open for their requested class, and course-specific registration instructions will be provided.

Students will be able to register on [MI-TRAIN](#) as soon as registration is set up. Students can only register for ICS-300 and ICS-400 courses through MI-TRAIN, and they must [create an account](#), if they do not already have one, and register 10 business prior to the course start date. The course prerequisite certificates (IS-100, IS-200, IS-700, IS-800 for the ICS 300 course and IS-100, IS-200, IS-700, IS-800, and ICS-300 for the ICS-400 course) must be uploaded to your MI-TRAIN account no later than five (5) business day before the course. No walk-ins will be permitted.

Approximately two business days prior to the start of the ICS-300 or ICS-400 course, MSP/EMHSTC staff will email the point of contact and the lead instructor the class roster. If a class has less than 8 students registered, MSP/EMHSTC staff will cancel the course on MI-TRAIN, notify the point of contact and/or lead instructor, and notify the enrolled students.

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#### INSTRUCTOR PREPARATION FOR LOCALLY OFFERED COURSE

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It is preferred that two fully certified ICS instructors be identified for any session of ICS-300 or ICS-400. The requesting instructor will be designated as the lead instructor for registration and correspondence purposes.



If only one certified ICS instructor is used, additional, non-certified SMEs may be utilized to assist in instructing certain units or concepts where they have expertise or significant experience if approved by the ICS program coordinator. They must co-teach these units with a certified ICS instructor and meet the requirements outlined in this manual.

Additionally, more than two instructors can instruct an ICS-300 or ICS-400 course at the discretion of the sponsoring jurisdiction.

The lead instructor and the point of contact will coordinate the following:

- Providing textbooks or media devices for the manuals.
- Selecting the scenario(s) to be used and photocopying all necessary paperwork.
- Preparing all necessary in-class activities via copying forms or using materials provided by themselves or the local entity.
- Communication with the additional instructor(s) and assisting the instructor(s) with preparation for the class.
- Class delivery at the site of the local request.
- Finalization of all paperwork, as stated in this document.

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#### DURING THE CLASS

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The lead instructor is responsible for providing a copy of the sign-in sheet/class roster for every day that the class meets. On the sign-in sheet/roster for the final day of class, the lead instructor must indicate whether each student passed or failed the course by writing a "P" or "F" in the appropriate column on the sign-in sheet/roster. The instructors must also provide a course evaluation form for student completion. An example of this form is provided in Appendix A.

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#### AFTER THE CLASS AND PAPERWORK PROCESS

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For offsite courses, within two weeks of the completion of the course, the lead instructor must ensure the completed class sign-in sheets/rosters and all completed course evaluations are sent via U.S. mail to the below address or emailed to [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov) as one scanned attachment.

MSP-EMHSTC  
7426 Osborn Road  
Lansing, MI 48913

Once the course documentation is received, MSP/EMHSTC staff will issue certificates via MI-TRAIN to all students who successfully completed the course. Certificates will remain available to each student as long as their MI-TRAIN account exists.

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#### COURSE REQUEST PROCESS – BID REQUESTED

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Private sector companies may request ICS-300 and ICS-400 training by entering into an agreement with the EMHSTC. This is initiated through the online Course Request Form, located at [michigan.gov/msp/divisions/emhsd/training-responsive/ics-300-and-400-courses](http://michigan.gov/msp/divisions/emhsd/training-responsive/ics-300-and-400-courses), utilizing the Course Request and Certificate Process option. Once submitted, the ICS Program Coordinator will select two certified instructors to provide the training, designating one as the lead instructor. :



The lead instructor will be responsible for the following

- Obtaining lodging, with the price comparable to the current state rate of reimbursement.
- Communication with the secondary instructor and assisting the secondary instructor with preparation for the class.
- Class delivery at the site of the bid request.
- Notifying the Program Coordinator of the necessary copies, documents, and scenario packets needed for the course.
- Finalization of all paperwork, as stated in this document.

The lead instructor must ensure all borrowed materials are returned to the EMHSTC within seven (7) days of instruction, as well as all necessary paperwork (rosters, course evaluations, and exams) are submitted in accordance with the above policy.

Both instructors will need to submit the current MSP Invoice and Expense Form, requesting compensation for the instruction provided and amenities requested in accordance with the Administrative and Compensation Information section of this document.

### **EMHSTC FACILITATED COURSES**

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The EMHSTC facilitates both ICS-300 and ICS-400 throughout the year. The EMHSTC ICS Program Coordinator will provide two or three certified instructors (one being the lead) to provide the instruction for the students.

The Program Coordinator, in conjunction with the lead instructor, will be responsible for the following:

- Obtaining lodging for the instructors.
- Photocopying and preparing in-class activities/all necessary paperwork for selected scenarios, handouts, and materials.
- Communication with the secondary instructor and assisting the secondary instructor with preparation for the class.
- Coordinating class delivery.
- Finalization and submission of all testing materials, sign-in sheets, and course evaluations, as stated in this document.

All instructors involved will need to submit the current MSP Invoice and Expense Form, requesting compensation for the instruction provided and amenities requested in accordance with the Administrative and Compensation Information section of this document.





## ADMINISTRATIVE AND COMPENSATION INFORMATION

### *INSTRUCTOR REQUIREMENTS*

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The backbone of Michigan's ICS training program is the instructors who provide invaluable training experiences for first responders and whole community partners. To ensure all students across the state experience high quality training, the MSP/EMHSTC has instituted the following requirements for all ICS instructors.

#### OBTAINING INITIAL ICS-300/400 INSTRUCTOR DESIGNATION

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To obtain ICS Instructor Certification from the MSP/EMHSTC, the instructor candidate must meet the following criteria.

- Completion of E/L449: ICS Curricula Train-the-Trainer certificate (dated after April 2019).
- Demonstration of instructional experience, or evidence of completion of an instructor training course, (e.g., [Fire Instructor I and II](#), [FEMA's Basic Instructor Certificate](#), [Instructor Development Workshop \(MGT-323\)](#), [M-410-Facilitative Instructor](#), EMS I/C Certification), or instructor training courses from the Center for Domestic Preparedness or the Emergency Management Institute with a minimum of 24 hours. Completion of the 16-hour Educational Methodology course by Michigan Fire Fighter Training Council Fire Service instructors will also be considered, provided they have met all other requirements listed in this criterion.
- Service in an Incident Command or General Staff position during a Type III event, or incident for at least one operational period. (This can be substituted for experience in non-Command or General staff positions in Type I or Type II incidents.)

For instructors who have only successfully completed the E/L449 or a compatible program:

- Individuals completing E/L449 will not be certified as instructors until all other requirements are met. Individuals can take the E/L-449, with the understanding that application for certification will be denied until the other requirements are completed.

Once a candidate feels they meet the above criteria, they shall submit documented proof of each of the above listed criteria, though submission of certificates, curriculum vitae, a resume, or other credentials proving successful completion of the items, to [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov). Their documentation will be reviewed by MSP/EMHSTC staff to ensure they meet the state standards. If accepted, candidates will be notified of their acceptance via the email address provided. If denied, candidates will have an opportunity to submit additional documentation. MSP/EMHSTC's determination of eligibility for certification will be final.

Instructors previously certified to instruct ICS-300 or 400 prior to **April 2019** and did not complete the FEMA recertification requirements after that date will need to successfully re-complete the currently published FEMA E/L-449 curriculum. After successful completion of the E/L-449 course, instructors can submit the above-listed documentation for review and request to be reestablished on the ICS-300/400 instructor list.



## **MAINTAINING FULL ICS-300/400 INSTRUCTOR DESIGNATION**

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Starting October 1, 2022, for a state designated ICS Instructor to maintain designation to instruct courses, the following must be met bi-annually:

- *Instruction of ICS-300 or ICS-400 once every two fiscal years, which runs October 1 to September 30.*

Also, three of the following requirements must be met annually:

- *Participate in an exercise of at least four (4) hours in length where basic ICS forms or an Incident Action Plan (IAP) were utilized (and written copies of such were prepared).*
- *Participate in an incident or event for more than one operational period (ICS forms or an IAP were utilized).*
- *Attend of at least eight (8) hours of emergency management training (FEMA, MSP, etc.).*
- *Attend a relevant conference, such as the MEMA Annual Conference, Michigan Fire Service Instructors Conference, or a conference specializing in either emergency management or instructional techniques.*
- *Develop a publication, article, IAP, or presentation.*

Every year, starting in October 2023, an online survey will be issued by the MSP/EMHSTC to all active certified instructors, via email, to the contact information contained in the ICS Instructor Roster. Instructors will have 30 days to complete this survey and provide valid information regarding the redesignation process.

After the annual completion of the survey, MSP/EMHSTC staff will issue an updated Incident Command Curricula Instructor list, available at [michigan.gov/msp/divisions/emhsd/training-responsive/ics-300-and-400-courses](https://michigan.gov/msp/divisions/emhsd/training-responsive/ics-300-and-400-courses) (click on the link for ICS-300/400 Instructors). This updated list will be announced to all designated instructors, as well as local emergency management coordinators.

Previously designated instructors who are not included on the updated list will have 30 days after the updated list is released to request reinstatement, via email, to [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov), demonstrating three of the six above criteria have been met. The Program Coordinator may also request verification of previous designations, such as a train-the-trainer certificate, evidence of instructional techniques, or certification from an instructional training course.

After 30 days, instructors will have to follow the reinstatement process outlined below, unless they can demonstrate extenuating circumstances, such as extended medical leave, military leave, or disaster deployment.

If an instructor desires to change their contact information on the ICS instructor roster, they shall email the updated contact information to [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov).

## **REINSTATEMENT OF FULL ICS-300/400 INSTRUCTOR DESIGNATION**

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If an instructor loses their ICS Instructor designation and does not apply for reinstatement during the annual reinstatement period, they shall be considered decertified. Undesignated instructors will not be eligible to register any ICS-300 or ICS-400 classes with the MSP/EMHSTC.



For an undesignated instructor to regain their designation, they will have to demonstrate their ability to meet the most current instructor standards, stated in the “Obtaining ICS Instructor Designation” section above, even if they were previously listed on the instructor roster prior to the above requirements coming into effect. Additionally, the undesignated instructor requesting reinstatement must demonstrate their compliance with the maintenance requirements listed in the “Maintaining ICS Instructor Designation” section above. Furthermore, any FEMA requirements for designation will need to be met. Failure to demonstrate compliance with both sets of requirements will result in denial of the reinstatement request. MSP/EMHSTC’s determination of eligibility for redesignation will be final. Redesignation can be requested by emailing [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov).

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## CRITERIA FOR UNIT INSTRUCTORS/SUBJECT MATTER EXPERTS

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While the preference of the EMHSTC is to have two fully designated ICS-300/400 instructors for every course, it is understood there may be courses necessary to schedule one fully designated ICS-300/400 instructor. If this occurs, the fully designated lead instructor may request unit instructors or SMEs to assist with the instruction.

To be approved, the unit instructor or SME must submit the following documents and information to the current ICS Program Coordinator:

1. The circumstances for needing the unit instructor or SME, including due diligence taken to find a full designated ICS-300/400 instructor.
2. Cover letter outlining the chapters to be instructed and the background of the unit instructor or SME in relation to the information to be taught, demonstrating why the person should be considered an SME for the chapter(s).
3. Resume or Curriculum Vitae.
4. Certificates showing completion of the ICS-300 and ICS-400 programs (both are required).

The lead instructor must always be present while the unit instructor or SME is instructing.

Unit instructors or SMEs selected for the course may only instruct a maximum of two units in ICS-300 and one unit in ICS-400. Additionally, authority and approval to instruct must be obtained during the class registration process each time the unit instructor or SME is used. Every effort to find and utilize a fully designated ICS-300/400 instructor must be implemented prior to requesting the use of a unit instructor or SME.

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## INSTRUCTOR AUDITING BY THE EMHSTC

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The ICS-300/400 Program Coordinator may have individuals contracted by the EMHSTC audit and evaluate instructors who have full instructor certification through the state of Michigan for any scheduled class listed in the MI-TRAIN system. Auditors will arrive at the class site, introduce themselves to the instructor(s), and evaluate the instructors on a form provided by the EMSHTC.

Instructors for courses must still submit regular course evaluation forms to the EMHSTC, with the final paperwork, even if a contracted auditor also evaluates an instructor during a regular scheduled class.



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## **ETHICAL STANDARDS FOR ALL ICS INSTRUCTORS**

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All ICS instructors are expected to maintain an impeccable level of ethical performance during their work as an ICS instructor. Instructors are expected to maintain a positive and welcoming learning environment for all students and other course participants, regardless of race, religion, sex, national origin, marital status, disability, height, weight, genetic information, or any other area protected by law. Instructors are expected to be courteous in the performance of their duties and shall refrain from using profane, obscene, vulgar, or insolent language or gestures, regardless of provocation.

If an MSP/EMHSTC staff member is made aware of an allegation of unethical conduct by a contracted ICS instructor during instruction, he or she shall report that information to the ICS Program Coordinator or the MSP/EMHSTC Manager immediately. The ICS Program Coordinator will investigate the allegation in conjunction with the MSP/EMHSTC Manager, which includes an opportunity for the instructor accused of unethical behavior to respond to the allegations. The MSP/EMHSTC Manager will recommend a course of action to the commander of the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD). This recommendation may include suspension and/or revocation of their Michigan ICS instructor certification. The commander of MSP/EMHSD will make the final determination.

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## **COMPENSATION FOR COURSES – LOCAL AGREEMENT**

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There are two pathways for compensation for ICS Instructors – locally and through the EMHSTC. If instructors are being compensated locally, then the agreement between the instructional staff and the Authority Having Jurisdiction (AHJ) needs to be finalized before the course is instructed. Even though compensation between the instructors and the AHJ is negotiable, instructor staff must still adhere to policies and procedures for instructors, as outlined in this manual.

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## **COMPENSATION FOR COURSES – EMHSTC AGREEMENT**

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The below information will affect all instructors who are teaching ICS-300 and ICS-400 classes and being scheduled/compensated through the EMHSTC. While most of these financial procedures extend to all employees of the EMHSTC, there are a few that are specific to ICS-300 and ICS-400 instructor staff.

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### **GENERAL INFORMATION**

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- Instructors must sign for receipt and understanding of this policy manual.
- All instructors must follow the EMHSTC instructor requirements and submit both the sign-in rosters and the course evaluations back to the EMHSTC to be compensated for work performed. Final exams must also be returned for bid courses and EMHSTC in-house classes



- All compensation is based on actual hours worked. Specifically, all instructors are mandated to only invoice for the exact time they arrive until the exact time they leave, minus breaks, non-work activities, and their lunch period. Preparation time will be paid as actually required and worked for the class being presented, such as time to gather materials, make copies at the EMHSTC, and physical preparation workload. Preparing for lecture-based courses will be paid at the rate of one hour for every four hours of presentation time divided by the number of instructors assigned to the class.
- Dual compensation is prohibited; therefore, instructors teaching for compensation from the EMHSTC must be instructing on days where they are not compensated in other ways. Vacation days, comp days, or sick days cannot be utilized from a primary job to be compensated by the EMHSTC.
- Many classes only require one staff member (i.e., the assigned lead instructor) to set up or prepare for the course, not all instructors. Therefore, preparation time will be based on time needed to set up and tear down the classroom, as well as being available before and after class for student questions.
- All instructors must maintain records and attach all required documents to the invoice, explaining the need and purpose of non-classroom hours, for review by the EMHSTC Manager.
- Instructors will be paid through the state of Michigan SIGMA system. Instructors must sign up for online payments at [michigan.gov/webapp/PRDVSS2X1/AltSelfService](https://michigan.gov/webapp/PRDVSS2X1/AltSelfService) to be compensated for work performed.

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#### COMPENSATION CATEGORY FOR ICS INSTRUCTORS

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*Course Instructor Rate: \$37.00 per hour*

This is the EMHSTC standard rate for classroom instruction. Instructors at this level are expected to be engaged in active classroom instruction for all hours invoiced. The designated EMHSTC Program Coordinator may appoint course instructors. The EMHSTC Manager may add/remove or change instructors at their discretion.

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#### OTHER COMPENSATION INFORMATION

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**Lodging:** If lodging will be required for out-of-town instructors during instruction at the EMHSTC, arrangements will be made through the ICS Program Coordinator and EMHSTC staff, as deemed necessary. Necessary lodging acquired for offsite (sites other than EMHSTC) training will have the prior approval of the Program Coordinator and be included in the Project Cost Analysis for the course. Instructors requiring offsite lodging must seek to obtain lodging within the parameters of approved state rates when possible. There is a listing of hotels honoring the state rate of \$85 on the Michigan Department of Technology, Management and Budget's (DTMB) [website](#). Make lodging arrangements as soon as possible to secure the lowest possible rate. Any lodging rate over the standard state rate requires a written explanation when submitted with the invoice. All staff must submit a receipt with proof of payment for room and taxes with their course instruction invoice for reimbursement. Instructors should retain receipt copies for their records.



*Travel Hours:* The starting point for all travel is the EMHSTC unless your personal residence is closer to the training site, in which case home would be the starting point. The travel time must not be more than a reputable Internet map service amount. The mapping service directions must be printed and attached to the Invoice and Expense Reimbursement form. Any exceptions must have the approval of the EMHSTC Manager and be noted (bad travel conditions, car issues, etc.) and initialed on the invoice. The total trip travel time should be reported accurately. The lowest cost of either travel hours each day or a hotel bill (state rate of \$85 plus tax per night) will be paid.

Instructors traveling to the EMHSTC to instruct a course will not be paid travel time to drive to the Center.

*Meals:* Meals will not be compensated or reimbursed.





## APPENDIX A: COURSE EVALUATION FORMS

### EMHSTC COURSE EVALUATION FORM – ON-CAMPUS



ICS 300

Intermediate ICS for Expanding Incidents

Course Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Instructor name/s: \_\_\_\_\_

Emergency Management and Homeland Security Training Center  
(EMHSTC)

Knowledge/Skills/Abilities	Advanced	Intermediate	Basic	None	N/A
BEFORE the course, I would rate my knowledge, skills and abilities for this topic as:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AFTER the course, I would rate my knowledge, skills and abilities for this topic as:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Course Evaluation	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The course content supported the learning objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course materials and learning aids effectively conveyed the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course contained useful activities to practice and reinforce the learning objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The length of the class was appropriate based upon course materials and objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course content was appropriate for someone in my professional field.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course content was appropriate for someone with my level of experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Based on the training received, I am likely to apply the skills I learned from this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Instructor Evaluations	#1	#2	#3	#4
On a scale of 1 to 5 with "5" being the highest please rate the instructor.				
Was well prepared and demonstrated subject matter competency.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Communicated/addressed information clearly and concisely.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Fostered a positive and stimulating learning environment.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Based on your experience during this training class, how likely are you to attend future training courses with us?

☐ Not likely
 ☐ Somewhat likely
 ☐ Very likely

Please turn over for additional questions.



Overall Ratings	Excellent	Good	Fair	Poor	N/A
Registration process and pre- course communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training facility/venue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course cost	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking and directions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

  

**Demographics**

Indicate the type of organization in which you are employed:

☐ Federal
 ☐ Local
 ☐ Volunteer Service  
☐ State
 ☐ Business/Industry
 ☐ Other \_\_\_\_\_

If you work in a local government, indicate the population size:

☐ Below 10,000
 ☐ 10,000 - 49,999
 ☐ 50,000 - 149,999
 ☐ Over 150,000

Indicate the emergency service in which you are employed:

☐ Emergency Management
 ☐ Fire Services
 ☐ Law Enforcement
 ☐ EMS  
☐ Public Works/Utilities
 ☐ Health Care
 ☐ Education
 ☐ Other \_\_\_\_\_

Years of experience in your field:

☐ > than 1
 ☐ 1-5
 ☐ 6-10
 ☐ 11-15
 ☐ 16-20
 ☐ Over 20

How did you hear about this course:

☐ Web site
 ☐ E-mail
 ☐ MI-TRAIN
 ☐ Organization  
☐ Word of Mouth
 ☐ Conference \_\_\_\_\_
 ☐ Other \_\_\_\_\_

What topics, if any, would you like to have included in and/or deleted from the course?

Please provide us with any other comments or suggestions you have for improving this course.

EMHSTC values your opinion.  
Your comments help us develop courses that meet your needs and expectations. Thank you for your input.





## COURSE EVALUATION FORM – OFF-CAMPUS

### ICS-300

#### Intermediate ICS for Expanding Incidents

Course Date/s: \_\_\_\_\_ Location: \_\_\_\_\_

Instructor Name/s: \_\_\_\_\_

Knowledge/Skills/Abilities	Advanced	Intermediate	Basic	None	N/A
BEFORE the course, I would rate my knowledge, skills and abilities for this topic as:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AFTER the course, I would rate my knowledge, skills and abilities for this topic as:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Course Evaluation	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The course content supported the learning objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course materials and learning aids effectively conveyed the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course contained useful activities to practice and reinforce the learning objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The length of the class was appropriate based upon course materials and objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course content was appropriate for someone in my professional field.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course content was appropriate for someone with my level of experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Based on the training received, I am likely to apply the skills I learned from this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Instructor Evaluations	#1	#2	#3	#4
On a scale of 1 to 5 with "5" being the highest please rate the instructor.				
Was well prepared and demonstrated subject matter competency.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Communicated/addressed information clearly and concisely.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Fostered a positive and stimulating learning environment.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Based on your experience during this training class, how likely are you to attend future training courses with us?

☐ Not likely                      ☐ Somewhat likely                      ☐ Very likely

Please turn over for additional questions.



Overall Ratings	Excellent	Good	Fair	Poor	N/A
Registration process and pre- course communications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training facility/venue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking and directions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

  

**Demographics**

Indicate the type of organization in which you are employed:

☐ Federal
 ☐ Local
 ☐ Volunteer Service  
☐ State
 ☐ Business/Industry
 ☐ Other \_\_\_\_\_

If you work in a local government, indicate the population size:

☐ Below 10,000
 ☐ 10,000 - 49,999
 ☐ 50,000 - 149,999
 ☐ Over 150,000

Indicate the emergency service in which you are employed:

☐ Emergency Management
 ☐ Fire Services
 ☐ Law Enforcement
 ☐ EMS  
☐ Public Works/Utilities
 ☐ Health Care
 ☐ Education
 ☐ Other \_\_\_\_\_

Years of experience in your field:

☐ > than 1
 ☐ 1-5
 ☐ 6-10
 ☐ 11-15
 ☐ 16-20
 ☐ Over 20

How did you hear about this course:

☐ Web site
 ☐ E-mail
 ☐ MI-TRAIN
 ☐ Organization  
☐ Word of Mouth
 ☐ Conference \_\_\_\_\_
 ☐ Other \_\_\_\_\_

What topics, if any, would you like to have included in and/or deleted from the course?

Please provide us with any other comments or suggestions you have for improving this course.

Thank you for your input.